# Request for e-alert – Call for committee members

We aim to send out calls for committee members as soon as possible, but please be aware that there may be a delay to ensure that we avoid clashing with any large marketing campaigns that may distract from your call.

Please complete the fields below and send the form to [networks@rsc.org](mailto:networks@rsc.org).

|  |  |
| --- | --- |
| Network requesting | *Name of Interest Group or Local Section* |
| Recipients | Members of the requesting network only |
|  |  |
| Subject line | Group name committee vacancies: Opportunity to support your community, to share your love of science and to develop professionally |
| Preview Text | What could you do for your community? |
|  |  |
| Header | The group name is looking for number of vacancies members to join the committee |
| Content | Dear “salutation”  The *name of network* is looking for *number of vacancies* members who would like to join the committee and help organising events and activities.  Membership of the committee is open to all members of the Royal Society of Chemistry and is a fantastic professional development opportunity. Our committee members enjoy the opportunity to give something back to the wider community and welcome the chance to influence and take part in organising our programme of activities. Many employers value this type of volunteering role and actively support staff involvement. We offer training for all our volunteers and the Networks Team is always available to offer guidance and support.  As a committee we *outline your purpose and activities here*. Committee members *include approximate time commitment and duties for committee members here*.Committee members are expected to act in accordance with the [Royal Charter and Bylaws of the Royal Society of Chemistry](https://www.rsc.org/globalassets/02-about-us/charter_by_laws_2019.pdf), the [code of conduct](https://www.rsc.org/globalassets/03-membership-community/join-us/membership-regulations/rsc-code-of-conduct-final.pdf) and the [rules for member networks](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/chair/rules-for-member-networks---current-file.pdf). Additional information about the purpose of our member networks and support and guidance available to committees can be found in the [member networks handbook](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/general-info-for-committees/networks-handbook-current-file.pdf).  Our current committee members are:   |  |  |  | | --- | --- | --- | | **Role** | **Name** | **Organisation/ Institution** | | Chair |  |  | | Secretary |  |  | | Treasurer |  |  | | Member |  |  | | Member |  |  | | Member |  |  | |  |  |  |   *We have identified the following gaps in our committee and would be particularly interested to hear from any members who meet these criteria*  We are an inclusive organisation, and we aim to ensure that our committees are representative of the breadth and diversity of our community. We welcome and strongly encourage all our members – regardless of membership category, age, demographic or experience – to consider this opportunity.  Committee members can claim expenses for committee activities and dialling in options can be provided for meetings to make it easier for members to attend and contribute. Members with caring responsibilities or who require additional assistance are encouraged to apply for the RSC’s [Grants for Carers](https://rsc.li/grants-for-carers) and [Accessibility Grants](https://www.rsc.org/prizes-funding/funding/accessibility-grants/) to enable them to attend meetings.  If you would like to volunteer for the committee, please submit your nomination through this online form by latest **XXX**. Please get in touch with [the Networks Team](mailto:networks@rsc.org?subject=Call%20for%20committee%20-%20query) if you would like more information about the vacancies.  Once we have received all the nominations an election will be held if required. For more information about member network elections, read our [outline of the member network election process](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/governance-resources/outline-of-rsc-member-network-election-processes_tcm18-251629.pdf) or [contact the Networks Team](mailto:networks@rsc.org?subject=Call%20for%20committee%20-%20query).  Kind regards  The Networks Team |

## Guidance

* We recommend that you describe the activities and scope of your network in a positive and inclusive way to encourage members to volunteer.
* We strongly recommend that each committee conducts a skills gap analysis prior to putting out a call for nominations, this will help identify volunteers who are best placed to support the committee.
* We require all calls for nominations to include an overview of the existing committee, not including those leaving the committee to create the vacancies, this allows our members to consider the diversity of the existing committee members and to identify where they may be able to bring further diversity to the committee.
* **Committee Membership – Under 18s**

It has recently come to our attention that we now have some members of the RSC who are under the age of 18 years old. While we hope to engage these members in attending suitable events and activities as part of their membership, we are not able to allow them to sit on our committees or to volunteer in any way. As a professional body, we do not have the appropriate safeguarding processes or insurance in place to include any members under the age of 18 years old as volunteers. These members should be notified of this upon admission to membership but we will amend our processes to ensure that they are not included in calls for nominations for committee positions. If you have any questions about [our safeguarding policy](https://www.rsc.org/our-events/otherinformation/risk-assessment/#safeguarding) please do get in touch and one of our colleagues will be happy to respond.

* The section highlighted in blue is standard to all emails of this type – it is possible for this to be edited to direct queries and expressions of interest to the Secretary, however the Secretary must agree to abide by data protection guidelines and delete personal data after the close of the election. **Any changes made to this section must be highlighted to the Networks team when you submit your form.**
  + The nomination process now requires nominees to answer a series of questions regarding why they want to join the committee and what they will bring to the committee. This supports a fairer process.
* The inclusion and diversity message must be included.
* The deadline for nominations **must** be at least **four weeks** after the date on which the message is sent to all members – this is in compliance with our [rules](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/chair/rules-for-member-networks---current-file.pdf).
* The Networks team will organise an electronic ballot if necessary.
  + A ballot will be run through an anonymous online survey platform and each member will only be able to vote once.
  + Only the final result will be shared with the committee.
* E-alerts are sent out on the 1st and 3rd Thursday of each month, we aim to send out calls for committee members as soon as possible. Please allow at least **five working days** for processing a call for committee members.
* A call for committee members is not included in your 1 e-alert per month per member network.
* E-alerts have to be requested via the group secretary. In the event that we receive requests from other group members we will have to contact the secretary and ask for advice, which may cause delays.

Please contact [networks@rsc.org](mailto:networks@rsc.org) if you have any questions.